

PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89) (PC)		Title of Position Manager, Solutions Development Team (SDT), HR/Fiscal Application Development & Support (HR/Fiscal) and Investment Technology Services (ITSU)	Unit #
POSITION DUTY STATEMENT Please refer to Job #6881/PC on the application		Division and/or Subdivision Technology Services & Support Division (TSSD)/ SDT, HR/Fiscal, ITSU	
INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		Location of Headquarters 400 Q Street, Sacramento, CA 95814	
		Class Title of Position Data Processing Manager (DPM) III	
		Position Number 275-810-1393-011 (5533)	
		Effective Date May 1, 2010	
Percent of Time Required	Under the administrative direction of the Chief, Technology Services and Support Division (TSSD), the position has full management responsibility for operation of the Investment Technology Services Unit.		
	Under the general direction of the Data Processing Manager (DPM) IV of the Technology Services & Support Division's Application Development and Support Section, the Data Processing Manager III is responsible for supervising, managing, organizing, and directing technical staff within the Solutions Development Team (SDT), HR/Fiscal Application Development & Support Unit (HR/Fiscal) and the Investment Technology Services Unit (ITSU). This organization is responsible for developing, implementing and maintaining systems modifications and enhancements to meet the business needs of the customers. Most specifically, duties and responsibilities are as follows:		
25%	Plan <ul style="list-style-type: none"> Assists in the development of an information technology strategic plan that can be used for developing technology that service business needs. Meets with user divisions to interpret business requirements and to identify technology solutions. Establishes the appropriate section goals and objectives to accomplish the CalPERS system wide mission, including key projects, initiatives, goals and objectives. Prepares budget estimates and guides the development of preliminary and formal budget requests for section projects. 		
25%	Organize: <ul style="list-style-type: none"> Responsible for recruiting, hiring, developing and retaining a competent professional staff that ensures an adequate level of specialized technical expertise to support current and future CalPERS information technology needs. Ensures that staff receives baseline training in technology, client support, analytical and interpersonal skills. Responsible for obtaining resources, internal and external, to augment resource demands and provide specialized expertise as needed. 		
25%	Lead: <ul style="list-style-type: none"> Ensures that organizational policies, procedures and guidelines are developed and followed. Develops and maintains a close liaison with operating division and external clients on technical matters, and provide support to various information technology vendors and organizations. 		

	<ul style="list-style-type: none"> • Determines the expected performance for staff in the various units within the section. • Provides leadership and motivation for staff to sustain high performance. • Provides proper recognition for meeting or exceeding expected performance.
25%	<p>Control:</p> <ul style="list-style-type: none"> • Works with operating divisions and external clients to establish Service Level Agreements and project priorities. • Provides adequate direction to ensure that service is timely, of high quality, and monitored. • Monitors service levels and project progress by measuring the effectiveness in meeting Service Level Agreements and project milestones. Makes any change deemed necessary. • Reviews changes to Service Level Agreements and project plans on an on-going basis. • Evaluates the effectiveness in accomplishing planned section goals and objectives. • Measures performance effectiveness in meeting budget expectations. Make necessary adjustments to ensure that estimated and actual expenditures remain balanced.